

**REQUEST FOR PROPOSALS (RFP) TO PERFORM:
ADMINISTRATION AND CASE MANAGEMENT FOR THE
EMERGENCY RENTAL ASSISTANCE PROGRAM**

The Board of Supervisors of Harrison County, Mississippi, is requesting proposals from qualified individuals or firms to provide all administrative and close out services necessary to carry out all grant related activities for the County's Emergency Rental Assistance Program. All services will be provided in accordance with applicable state and federal program rules and regulations.

The project will involve, but not be limited to, administration and case management for Emergency Rental Assistance services funded through U.S. Department of the Treasury. Said proposals will be received in the County Administrator's Office, Harrison County Courthouse, 1801 23^d Avenue, Gulfport, Mississippi 39501, until 3:00 p.m., Wednesday, February 24, 2021, after which time they will be opened by the County Administrator. All responses will be forwarded to the Harrison County Board of Supervisors whereupon the Board will then review each proposal and select a qualified individual or firm.

All proposals should be submitted in a sealed envelope clearly identified as follows:

**NAME OF FIRM OR
INDIVIDUAL
ADMINISTRATION AND CASE MANAGEMENT FOR EMERGENCY RENTAL
ASSISTANCE PROGRAM**

Scope of Work. Harrison County was awarded \$6,200,000_ from the U.S. Department of the Treasury to provide rental assistance to County residents adversely affected by COVID-19. Eligible grantees will be able to use funds disbursed from Treasury to provide financial assistance to eligible households. Additional details regarding the U.S. Department of the Treasury's Emergency Rental Assistance Program can be found at [Treasury.gov/CARES](https://www.treasury.gov/CARES). The selected firm or individual shall be responsible for complete administration and case management services for the County's Emergency Rental Assistance Program in accordance with applicable state and federal laws, regulations and procedures.

This RFP is being issued as a response to a public emergency to facilitate expediency. Obligated funds provided to Harrison County shall remain available through December 31, 2021.

Contract Type. The County desires to enter into a lump sum services contract with the selected firm or individual in an amount not to exceed \$600,000. Said lump sum fee shall include a mutually agreeable predetermined maximum setup cost.

Proposal Content and Evaluation Criteria. In order for your proposal to be properly evaluated, you must submit a Statement of Qualifications, Experience, and Capacity for Performance in sufficient detail to be evaluated. Proposals will be reviewed by the Board, using the criteria outlined herein below. Each member of the Board will assign points to each criteria based on the content of the proposal. Negotiations will be conducted initially with the firm receiving the highest number of points, as rated by the Board. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer, in writing, and if a contract cannot be reached after the best and final offer, negotiation with that firm will be terminated. Negotiations then will be initiated with the subsequently listed firm in the order of rating, and this procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and

extent of work and other essential requirements.

*Qualifications.	Information reflecting qualifications of persons To be assigned to provide services	40 possible points
*Experience.	Information regarding the experience of the firm, Particularly grant administration of federal funds, The information submitted should, at a minimum, Include: (1) type of federal programs; (2) the amount of federal funds; (3) types of project activities undertaken; and (4) status of program.	40 possible points
*Capacity for Performance (Work Force).	Identify number and title of staff available to provide services. As evidence of capacity, The County will consider previous records with Regard to performance in federally assisted Programs.	20 possible points
		<hr/> 100 Total Possible Points

Proposals may be held by the County for a period not to exceed thirty (30) days from the date of opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the administrator prior to awarding the contract. The County is an equal opportunity employer. MBE and/or WBE individuals or firms are encouraged to submit proposals. Proposals will be received on the basis of qualifications, experience, and capacity to perform as set forth above.

By Order of the Harrison County Board of Supervisors on this the 8" day of February 2021.

(SEAL)

/s/ John McAdams
Clerk
Board of Supervisors

PUBLISH DATES:

Wednesday, February 10, 2021
Wednesday, February 17, 2021